Monitoring AP and EX Transactions

The following are Cardinal tools (queries) that should be used for monitoring AP Voucher and Expense transactions. These queries are helpful to use daily, monthly and at year end.

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Query: V_AP_EXPENSES_IN_PROCESS (Expense Transactions in Process)

This query lists all Expense transactions (Cash Advances, Travel Authorizations, Expense Reports) in process for a specified Business Unit (% for All). Cash Advances will display as in process transactions until they have been 'Closed' or 'Reconciled'. Travel Authorizations will display until they have been 'Cancelled' or 'Approved'. Expense Reports will display until they have been 'Closed' or 'Paid'. All 'Denied' transactions must be deleted. Note: A user must be a proxy for the employee to be able to add/modify/close/delete an Expense transaction for the employee.

For year end there can be no Travel Authorizations or Expense Report transactions in process. Cash Advances must be in a 'Paid' status. In process Travel Authorization and Expense Report transactions will need to be denied and deleted.

Query: V_AP_EXPN_NOT_POSTED_TO_EX (Cash Advances and Expense Reports Not Posted to Expenses)

This query lists all Cash Advance and Expense Report transactions that have not posted to EX for a specified Business Unit (% for All) and Accounting Date range. A Cash Advance must be fully 'Approved' to post to EX and an Expense Report must be fully 'Approved' and have a valid budget check status to post to EX. All Cash Advance and Expense Report transactions must be posted to EX before they can be Journal generated in GL.

For year end there can be no 'Unposted' Cash Advances or Expense Reports in Expenses. It is recommended at year end to use the entire Fiscal Year as the Accounting Date range when running the query.

Query: V_AP_EXPN_PSTD_EX_NOT_JGEN (Cash Advances and Expense Reports Posted to Expenses but Not Journal Generated in GL)

This query lists all Cash Advance and Expense Report transactions that have posted to EX but have not Journal Generated in GL for a specified Business Unit (% for All) and Accounting Date range. Cash Advances and Expense Reports must be posted in EX before they can be Journal Generated in GL. All Cash Advance and Expense Report transactions must be Journal Generated and posted to GL.

For year end there can be no Cash Advances or Expense Reports that have not been Journal Generated and posted to GL. It is recommended at year end to use the entire Fiscal Year as the Accounting Date range when running the query.

Query: V_AP_VCHRS_DND_NOT_DLTD (Vouchers Denied but Not Deleted)

This query lists all Voucher transactions that have been 'Denied' but not deleted for a specified Business Unit (% for All). All Voucher transactions that are in a 'Denied' status must be deleted to prevent any additional processing of the Voucher.

For year end there can be no Vouchers in a 'Denied' status that have not been deleted.

Query: V_AP_VCHRS_NOT_POSTED_TO_AP (Vouchers Not Posted to AP)

This query lists all Voucher transactions that have not posted to AP for a specified Business Unit (% for All) and Accounting Date range. A voucher must be fully 'Approved' and have a valid budget check status to post to AP. All Voucher transactions must be posted to AP before they can be Journal generated in GL.

For year end there can be no 'Unposted' Vouchers in AP. It is recommended at year end to use the entire Fiscal Year as the Accounting Date range when running the query.

Query: V_AP_VCHRS_PSTD_AP_NOT_JGEN (Vouchers Posted to AP but Not Journal Generated in GL)

This query lists all Voucher transactions that have posted to AP but have not Journal Generated in GL for a specified Business Unit (% for All) and Accounting Date range. A Voucher must be posted in AP before it can be Journal Generated in GL. All Voucher transactions must be Journal Generated and posted to GL.

For year end there can be no Vouchers that have not been Journal Generated and posted to GL. It is recommended at year end to use the entire Fiscal Year as the Accounting Date range when running the query.

Query: V_AP_VCHR_NOTPAID_VEND_LOC (Vouchers Not Paid Including Vendor/Location Data)

This query lists all Voucher transactions that have not been 'Paid' for a specified Business Unit (% for All) and Vendor ID (% for All). Note Vendor Setid of 'STATE' must always be entered. For a 'Regular' vendor the vendor status, vendor location and vendor address used on the voucher must all be **'Active'** for the voucher to be picked up in the nightly pay cycle. For a 'One Time' vendor the vendor status must be **'Inactive'** and the vendor location and vendor address used on the voucher must both be **'Active'** to be picked up in the nightly pay cycle. Contact CVG for any vendor related issues.

For year end all vouchers must be posted to GL but do not have to be paid.

Query: V_AP_VCHR_ON_PYMNT_HOLD (Vouchers On Payment Hold)

This query lists all Voucher transactions that have the payment marked as 'On Hold' for a specified Business Unit (% for All), Payment Handling Code (% for All) and Number of Days on Hold (list all greater than number entered). This query should be used to review vouchers that may require additional processing before payment.

For year end there are no impacts for Vouchers on "Payment Hold".